

## Critical Calendar Dates

### Training:

February 2, 2023 – Assistant Governor Training, Summerville, SC  
February 3-4, 2023 – PETS, Summerville, SC  
March 24-26, 2023 – District Conference – N. Myrtle Beach Marriott  
April 21, 2023 – Spring Training – location tba  
May 27 – 31, 2023 – International Convention – Melbourne, Australia  
June 10, 2023 – Lou Mello Installation – Charleston location tba  
September 22, 2023 – Fall Training – location tba  
February 2024 AG and PETS location tba  
March 2024 District Conference - Charleston dates and location tba  
April 2024 Spring Training - dates and location tba

### Conferences and Conventions:

October 24, 2022 – World Polio Day  
May 2, 2023 – CART Fund Annual Meeting  
May 24-29 International Convention – Singapore  
June 2024 - Mary Gasque Installation Banquet – location and date tba

### Important Due Dates:

First Quarter 2023 – Seek qualified Ambassadorial Scholar applicants  
January–April 2023 - Sponsoring clubs screen and select Ambassadorial Scholar applicants  
January 1, 2023 – Semi-Annual Rotary International Dues due to RI  
February 15, 2023 – 2021-22 Club Public Image Citation due to District Public Image Chair  
February 15, 2023 – 2021-22 Club Leadership Citation due to Assistant Governor  
March 15, 2023 - Submit quarterly Foundation contributions to The Rotary Foundation.  
March 15, 2023 - Signed MOU for Rotary year 2022-2023 due  
April 1, 2023 – Semi-Annual District Dues due to District Treasurer  
April 1, 2023 – Global Ambassadorial Scholar applications due to the sponsoring Rotary club  
May 1, 2023 – Peace Fellowship applications due to District Peace Chair  
May 1, 2023 – Youth Exchange Hosting Agreements due to District Youth Exchange Chair  
May 15, 2023 - District Grant project applications for 2022-23 due to District Grants Committee  
May 15, 2023 - Submit quarterly Foundation contributions to The Rotary Foundation.  
May 15, 2023 - Submit 2023-24 Club Foundation Goals and Membership Goals forms to AG.  
June 1, 2023 – Global Ambassadorial Scholar applications due to District Global Scholar Chair  
June 30, 2023 – Child Protection Policy due to Assistant Governor  
June 30, 2023 – Entry into Rotary Club Central of 2021-22 RI Presidential Citation accomplishments  
July 1, 2023 – Semi-Annual Rotary International Dues due to RI  
July 1, 2023 – Entry into Rotary Club Central of 2022-23 goals  
July 1, 2023 - Sponsor clubs submit Ambassadorial Scholar applications to District Scholarship Committee

August, 2023 – Ambassadorial Scholar District Reception  
 August , 2023 - Ambassadorial Scholar District Interviews  
 August 30, 2023 – Youth Exchange Long-Term preliminary applications due to District Youth Exchange Chair  
 September 15, 2023 - Submit quarterly Foundation contributions to The Rotary Foundation.  
 October 1, 2023 – Semi-Annual District Dues due to District Treasurer  
 October 15, 2023 – Club Financial Review due to District Treasurer  
 November 1, 2023 – Youth Exchange Long-Term applications due to District Youth Exchange Chair  
 December 15, 2023 - Submit quarterly Foundation contributions to The Rotary Foundation.  
 January 1, 2024 – Semi-Annual Rotary International Dues due to RI  
 March 15, 2024 - Submit quarterly Foundation contributions to The Rotary Foundation.  
 April 1, 2024 – Semi-Annual District Dues due to District Treasurer  
 May 1, 2024 – Peace Fellowship applications due to District Peace Chair  
 May 15, 2024 – 2023-24 Club Leadership Citation due to Assistant Governor  
 May 15, 2024 – 2023-24 Club Public Image Citation due to District Public Image Chair  
 May 15, 2024 – 2023-24 Club of the Year nomination due.  
 May 15, 2024 - District Grant project applications for 2023-24 due to District Grants Committee  
 May 15, 2024 - Submit quarterly Foundation contributions to The Rotary Foundation.  
 June 1, 2024 – Global Ambassadorial Scholar applications due to District Global Scholar Chair  
 June 30, 2024 – Child Protection Policy due to Assistant Governor  
 June 30, 2024 – Entry into Rotary Club Central of 2022-23 RI Presidential Citation accomplishments

## CLUB PRESIDENT’S CALENDAR ROTARY YEAR 2022-2023

Success leading your Rotary club is determined long before you are sworn in as President. The most important part of the process is the six months before installation. Begin the planning process now, and you will be better prepared to implement the activities and assignments during your year of service without being overwhelmed. This is a general outline you can tailor to the practices of your club and your own goals and objectives.

### **January 2023 (6 months): Vocational Service Month**

- Meet with your Assistant Governor, President, Foundation and Membership Chairs to review the mid-year progress toward the club’s goals and objectives. Check the progress on achieving the District Governor’s Club Leadership and Presidential Citations.
- Review with your President the club’s current budget.
- Work on your draft calendar and club goals for 2023-24.

- Make sure you know how to access and use the District database. Please update your contact information, if needed.
- Make sure you know how to access and use the Rotary International's Member Access portal.
- Register yourself and your club's President-Nominee to attend PETS, February 3-4. PETS is "Mandatory Fun" for all Presidents-Elect. If a President-Elect is unable to participate in the District 7770 PETS, you must have approval from the District Governor (DG) to attend an out-of-district PETS session.
- Begin pre-work courses on [www.Rotary.org](http://www.Rotary.org) Learning Center prior to PETS. Courses to be completed will be provided by District Trainer.
- Rotary International semi-annual dues are due January 1, 2023.
- Memorandum of Understanding Training for District Grants - January 12, 2023
- Club should begin recruiting Global Ambassadorial Scholar Candidates.
- Sponsoring clubs screen for selection Global Ambassadorial Scholar applicants.

### **February 2023 (5 months): Peace and Conflict Prevention/Resolution Month**

- Memorandum of Understanding Training for District Grants - February 2023
- Submit the completed 2022-23 Club Public Image Citation to the District Public Image Chair by February 15, 2023.
- Submit the completed 2023-23 Club Leadership Citation to your Assistant Governor by February 15, 2023.
- Assistant Governor Training February 2, 2023.
- February 23, 2023 Rotary's Anniversary.
- Confirm registration for you and your President-Nominee for PETS.
- Complete pre-work courses on [www.Rotary.org](http://www.Rotary.org)'s Learning Center prior to PETS.
- Attend PETS - February 3-4, 2022 – Lowcountry Conference Center, Summerville, SC
- Sponsoring clubs screen for selection Global Ambassadorial Scholar applicants.

### **March 2023 (4 months): Water and Sanitation Month**

- Meet with your new board to finalize committee assignments, budget, projects and calendar.
- Attend RLI sessions as posted on [www.rli33.org](http://www.rli33.org).
- Attend the All- Club Conference – March 24-26, 2023 – Marriott Myrtle Beach
- District to advise clubs of District Grant DDF available by March 15, 2023.
- Submit quarterly Foundation contributions to The Rotary Foundation by March 15, 2023.
- Signed MOU for Rotary year 2023-2024 due - March 15, 2023
- Sponsoring clubs screen for selection Global Ambassadorial Scholar applicants.

### **April 2023 (3 months): Maternal and Child Health Month**

- April 1, 2023 – Global Ambassadorial Scholar applications due to the sponsoring Rotary club
- Finalize committee assignments, budget and calendar with your new club board.
- Clubs recruit Outbound Youth Exchange candidates.
- District 7770 Semi-Annual Dues are due on April 1, 2023.
- Attend District Training Assembly on April 21, 2023 – Location TBD with your in-coming Secretary, Treasurer, Public Image Chair, Foundation Chair, Membership Chair, Public Image Chair, and other board members.
- Peace Fellowship applications are due May 1, 2023.
- Determine your District Grant and/or Global Grant project for 2023-24. Applications due no later than May 15, 2023.

### **May 2023 (2 months): Youth Service Month**

- Have programs lined up for the first meetings of the 2023-24 Rotary year.
- Schedule a joint meeting with the current officers and board and your officers and board to assure a smooth transition.
- Youth Exchange hosting agreements due May 1, 2023.
- CART Fund Annual Meeting May 2023
- Complete your 2023-24 Club Foundation Goals and Membership Goals forms and submit to your AG by May 15, 2023.
- Club must be current on RI and District dues by May 15, 2023, to be eligible for 2023-24 District and Global Grants.
- Club must reach EREY status by May 15, 2023, to be eligible for 2023-24 District and Global Grants.
- District submits District Block Grant application to The Rotary Foundation by June 1, 2023.
- Submit quarterly Foundation Contributions to The Rotary Foundation by May 15, 2023.

### **June 2023 (1 month): Rotary Fellowships Month**

- Hold a Club Assembly prior to taking office on July 1, 2023. Invite your Assistant Governor to attend the Assembly. Use your completed planning guide, 2023-24 Club Leadership Citation and the Club Foundation and Membership Goals you submitted to your Assistant Governor. They will be important references as you plan your Club Assembly.
- Enter 2023-24 club goals into Rotary Club Central no later than July 1, 2023.
- Attend the Rotary International Convention in Melbourne May26-31, 2023
- Confirm your club's official visit from the District Governor if you have not already done so.
- District Governor Installation on June 10, 2023, Charleston, SC.
- Child Protection Policy due to Assistant Governor by June 30, 2023.
- Ensure all requirements for the 2022-23 Rotary International Presidential Citation are entered into Rotary Club Central no later than June 30, 2023.

### **July 2023: CONGRATULATIONS!!**

#### **Congratulations, you are now President!!**

- Make sure your club has a succession plan.
- Semi-Annual Rotary International Dues are due on July 1, 2023.
- Applications for Global Ambassadorial Scholarships are due to the district by July 1, 2023.
- Outbound Youth Exchange Training July 14-16, 2023.
- Make a personal contribution to End Polio Now to The Rotary Foundation by July 31, 2023.

### **August 2023: Membership and New Club Development Month**

- Look at your club's recruiting and retention plans and membership history over the past several years. Consider what strategies you will use to recruit and retain members and keep notes for President-Elect.
- Ask Membership Chair to develop a membership recruitment program and to develop a list of Rotary alumni in your area to invite to a meeting.
- Meet with Public Image Chair to begin implementation of the club communication plan.
- Inbound Youth Exchange Training August 11-13, 2023.
- Global Scholar District Interviews August 2023.
- Youth Exchange Long-Term preliminary application due August 30, 2023.

### **September 2023: Basic Education and Literacy Month**

- Attend the District Vibrant Club Workshop (District Foundation Training Seminar, membership Summit), September 21, 2023 Location TBD.
- Assure that all current club officers and club members have current information listed on the District Database.
- Advise your President-Elect of the dates for PETS (February 2024), All Club Conference (March 2023) and District Training Assembly (TBD).
- Submit quarterly Foundation Contributions to The Rotary Foundation.
- Sponsor a new club member by September 30, 2023.

#### **October 2023: Economic and Community Development Month**

- Review club projects. Will you contribute to a District Water Missions project?
- Follow up with your President-Elect to see if he/she is recruiting board members and officers for next Rotary Year.
- District 7770 Semi-Annual Dues are due by October 1, 2023.
- Submit Club Financial Review to District Treasurer by October 15, 2023.
- Attend or hold a World Polio Day Event on October 24, 2023.
- Schedule Foundation Programs for Foundation Month in November. Consider matching point program.
- Work with your Foundation Chair to decide if the club will have a matching points campaign during Foundation Month.
- Youth Exchange Long-Term Applications due November 1, 2023.

#### **November 2023: Rotary Foundation Month**

- Review the club's Foundation report. Meet with your Foundation Chair and obtain the latest report.
- Work with the Foundation Chair to recruit new Paul Harris Society Members and Major Donors.
- Work with your Foundation Chair to recruit new Benefactors and Bequest Society Members.
- Publish in your club bulletin the proposed slate of candidates for club officers and board members for the election to be held in December.
- Register for the RI Convention in Melbourne, Australia before the early registration deadline.
- Submit quarterly Foundation contributions to The Rotary Foundation.

#### **December 2023: Disease Prevention and Treatment Month**

- Hold elections for club officers and board members, with the results reported to RI by December 31. Also, update the District Database with the results of club elections.
- Submit quarterly Foundation Contributions to the Rotary Foundation by December 15, 2023.

#### **January 2024: Vocational Service Month**

- Review your mid-year progress towards the club's goals and objectives with your Assistant Governor, President-Elect, Foundation and Membership Chairs. Check the progress on achieving the District Governor's Club Leadership and Presidential Citations.
- Ensure your President-Elect and President-Nominee are registered for PETS.
- Review your club's Strategic Plan.
- Semi-Annual Rotary International Dues are due January 1, 2024.
- Register for All Clubs Conference and obtain hotel reservation at the TBA

#### **February 2024: Peace and Conflict Prevention/Resolution Month**

- Assistant Governor Training will be held February 2024, Summerville, SC.
- Make sure your President-Elect and President-Nominee register to attend PETS, which is

“Mandatory Fun” for all Presidents-Elect, in February 2024, Summerville, SC. If a President-Elect is unable to participate in the District 7770 PETS, approval must be obtained from the District Governor (DG) to attend an out-of-district PETS session.

- February 23, 2024 Rotary’s Anniversary.
- Final 2023-24 District Grant reports due from clubs to Grants Committee by 30 days after project completion.

### **March 2024: Water and Sanitation Month**

- District to advise clubs of District Grant DDF available by March 15, 2024.
- Attend the District Conference at the tba
- Semi-Annual District Dues are due by April 1, 2023.
- Submit quarterly Foundation contributions to The Rotary Foundation.

### **April 2024: Maternal and Child Health Month**

- Peace Fellowship applications are due May 1, 2023.
- Determine your District Grant and/or Global Grant project for 2024-2025. Applications due no later than May 15, 2024.
- Check with Foundation Chair to ensure club will reach EREY and 100% sustaining member status.
- Check with your Membership Chair to ensure your club will reach its membership goals.
- Rotary District 7770 semi-annual dues due.

### **May 2024: Youth Service Month**

- Attend along with the President-Elect the District Spring Assembly date and location to be determined. Presidents-Elect must attend PETS and District Assembly to hold the office of Club President.
- Complete planning for your end-of-year social and installation event.
- Order any necessary club awards or pins.
- Submit the completed 2023-24 Club Membership Citation to the District Membership Chair by May 15, 2024.
- Submit the completed 2023-24 Club Leadership Citation to your Assistant Governor by May 15, 2024.
- Submit the completed 2023-24 Club Public Image Citation to the District Public Image Chair by May 15, 2024.
- Submit final Foundation Annual Programs Fund contributions to the Foundation by May 15, 2024.
- Club must reach EREY status by May 15, 2024, to be eligible for 2024-25 District and Global Grants.
- District Grant project applications for 2024-25 due to the District Grants Committee, May 15, 2024.
- Club must be current on RI and District dues by May 15, 2024, to be eligible for 2024-25 District and Global Grants.
- Applications for Global Ambassadorial Scholarships are due to the district by June 1, 2024.
- District submits final 2023-24 District Grant reports to the Rotary Foundation by June 1, 2024.
- District submits District Block Grant 2024-25 application to the Rotary Foundation by June 1, 2024.
- Attend the Rotary International Convention in Singapore on May 24-29, 2024.

### **June 2024: Rotary Fellowship Month**

- Schedule a joint meeting with the current officers and board and the new officers and board to assure a smooth transition.
- Presidential Citation for 2023-24 year is due June 30, 2024, in Rotary Club Central.
- Assist the President-Elect with the planning of the Club Assembly prior to his/hertaking office on July 1, 2024.
- District Governor Installation June 2024 at a location to be determined.
- Child Protection Policy due to Assistant Governor by June 30, 2024.
- Enter 2024-25 club goals into Rotary Club Central no later than July 1, 2024.
- Semi-Annual Rotary International Dues are due July 1, 2024.

**July 2024:**

**Congratulations, you are now Past-President of your Rotary Club!**





